

**LOUISIANA DEPARTMENT OF
AGRICULTURE AND FORESTRY**

LOSS PREVENTION PROGRAM

CHAPTER SIX

FLIGHT OPERATIONS SAFETY PLAN

Chapter Six. FLIGHT OPERATIONS SAFETY PLAN

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Section I. LDAF FLIGHT OPERATIONS SAFETY POLICY

Significant to the function of the Office of Forestry, flight operations pose a consequential risk to personal safety and signify a considerable outflow of financial resources. Of certain advantage to the LDAF is that it employs aircraft pilots who rely on their training, experience and professionalism to ensure their well-being and the safety of others.

The LA Office of Risk Management (LA ORM) requires the LDAF to enact a Flight Operations Safety Plan (FOSP), the objectives of which are to address safety, control the use of aircraft, diminish risk exposure, reduce loss expenses and achieve accountability. The intended result of the FOSP is to reduce the number and severity of aircraft-related accidents, thus lessening the financial impact that LDAF flight operations has on our budget.

Therefore, the provisions of the FOSP that are set forth herein, and whenever amended or supplemented, shall have full force and effect hereafter and the officers and employees of the LDAF shall be subject thereto and bound to its plans, procedures, practices, rules and standards. Further, certain provisions excepted whenever so noted, the FOSP supersedes and replaces the provisions set forth in any and all policies, guidelines and directives which are in conflict therewith or which have been reenacted by this FOSP, and such provisions are hereby repealed and have no further force or effect.

Inquiries, clarifications, requests for information, and correspondence relating to the provisions of the FOSP may be made by way of email to Safety Program (as named on the LDAF 'Outlook' email address listing) or to SafetyProgram@LDAF.LA.GOV; fax transmission to (225) 922-1253 – Attention: Safety Program; or U.S.P.S. mail to LDAF Safety Program, P.O. Box 631, Baton Rouge, LA 70821-0631.

Thus done this 21st day of August, 2009, in Baton Rouge, LA

Mike Strain DVM
Commissioner

Section II. ASSIGNMENT OF RESPONSIBILITIES

1. Commissioner

Pursuant to the authorities set forth in law, the Commissioner approves the FOSP, provides for its implementation and administration, and assigns the State Forester to act as the Agency Administrator.

2. Safety Director

The Safety Director has principal responsibility for the overall development of, and any necessary revision to the FOSP. Pursuant thereto, she/he maintains open communication with the Agency Administrator, and assists in carrying out the respective duties and responsibilities thereof. The duties of the Safety Director shall include, but not limited to, the following:

Develops the FOSP and revisions thereto for review and approval by the Commissioner.

From time-to-time inspects, reviews and audits the records, certifications, reports, documentation, etc. required or otherwise contemplated by the provisions of the FOSP, and reports her/his findings to the Agency Administrator and/or Commissioner.

3. Agency Administrator

As such relates to all LDAF aircraft and related facilities and operations, the Agency Administrator ensures the organizational effectiveness of the FOSP. Pursuant thereto, the duties of the Agency Administrator shall include, but not limited to, the following:

Provides for the implementation of the FOSP and directs and supervises the administration of the FOSP and each and every plan, procedure, practice, rule and standard established with regard thereto.

Reviews and approves plans, procedures, practices, rules and standards which may be necessary for the cost-effective implementation of the FOSP.

Initially and periodically evaluates and authorizes each Aircraft Pilot to operate LDAF aircraft.

Reviews and recommends expenditures to maintain LDAF aircraft and related facilities and operations.

Generally supervises the administrative performance of the FOSP and participates accordingly therein.

4. Aircraft Fleet Command Pilot

The Aircraft Fleet Command Pilot shall be an Aircraft Pilot and have general supervision of the implementation of the FOSP and all related plans, procedures, practices, rules and standards.

Pursuant thereto, the duties of the Aircraft Fleet Command Pilot shall include, but not limited to, the following:

Develops plans, procedures, practices, rules and standards which may be necessary for the cost-effective implementation of the FOSP, all subject to the approval of the Agency Administrator. In addition to any other subject matter which may be addressed in said documents, such also and principally shall provide for (1) an authorization to operate LDAF aircraft, (2) flight training, (3) proper maintenance procedures in accordance with FAA regulations, (4) procedures to address and document the correction of any deficiency noted in a FAA citation that might be received by the LDAF, (5) preparation, submission and/or retention of all forms, reports and documentation required by the LDAF, LA ORM or the FAA, (6) emergency procedures and (7) the reporting of accidents.

Compiles and maintains any and all records, certifications, documentation, etc. on each Aircraft Pilot, such to facilitate the review and evaluation of such by the Agency Administrator.

Ensures that each Aircraft Pilot possesses and maintains requisite certifications, ratings, authorizations (if required), training, etc. for the type of aircraft she/he is to operate.

Provides for the periodic and systematic inspection, review and/or evaluation all LDAF aircraft and related facilities and operations.

Ensures that all LDAF aircraft remain in safe operating condition and deemed airworthy, all as evidenced by the conduct and documentation of all maintenance procedures required by FAA regulations.

Develops cost estimates whenever necessary to maintain, repair, restore and/or replace LDAF aircraft.

Provides for a preventive maintenance schedule and procedure for each LDAF aircraft. Any such schedule shall list the frequency the preventive maintenance tasks are to occur, and said procedure shall address the tasks to be completed, the appropriate trade skill required to perform each task, and the duration of time that may be required to accomplish the task.

Ensures that each Aircraft Pilot complies with (1) all FAA regulations, directives, guidelines and reporting requirements, and (2) the provisions of the FOSP, and all plans, procedures, practices, rules and standards developed and implemented pursuant thereto.

Ensures safe work conditions and processes in each and every workplace with respect to the provisions of the FOSP. (Note: For the purpose of the provisions of this Chapter, the term "workplace" refers to any property, facility, building, office, vehicle, or aircraft that is owned, operated or otherwise controlled by the LDAF, or any location, remote or otherwise, at which an employee effects an operation, function or duty, provides goods or services, or participates with other persons in any such activity.)

Prohibits the operation of any LDAF aircraft whenever the operation or condition of which

would pose a demonstrable safety risk.

Acts as the LDAF point of contact for all matters which may relate to LDAF aircraft and related facilities and operations.

Performs related tasks, duties and responsibilities as assigned by the Agency Administrator.

5. Aircraft Pilots

The duties of each Aircraft Pilot shall include, but not limited to, the following:

Operates LDAF aircraft whenever (1) authorized by the Agency Administrator pursuant to the provisions of the FOSP, (2) directed by the Air Fleet Command Pilot to do so, (3) the Aircraft Pilot has sufficient training to safely and efficiently operate such aircraft, and (4) the conduct of which complies with the provisions of the FOSP and all applicable plans, procedures, practices, rules and standards, including all FAA regulations, directives, guidelines and reporting requirements.

Possesses and maintains requisite certifications, ratings, authorizations (if required), training etc. for the type of aircraft she/he is to operate.

Reports immediately to the Air Fleet Command Pilot any revocation or adverse activity with regard to her/his commercial pilot's certification issued by the FAA.

Remains safety conscious and vigilant of hazards whenever operating LDAF aircraft.

Immediately reports to the appropriate authority (e.g., Aircraft Fleet Command Pilot, Agency Administrator, etc.) any unsafe, dangerous or hazardous condition or circumstance with respect to her/his operation of LDAF aircraft.

Whenever directed or as otherwise required, prepares, executes and submits any of the documentation that may be required by a provision of the FOSP and all applicable plans, procedures, practices, rules and standards, including all FAA regulations, directives, guidelines and reporting requirements.

Whenever directed or as otherwise required, attends and/or participates in training activities related to the operation of LDAF aircraft.

Performs related tasks, duties and responsibilities as assigned by her/his supervisor.

Section III. AIRCRAFT ACCIDENTS

1. Aircraft Accident Defined

The LA ORM defines an aircraft accident as “any incident in which the aircraft comes in contact with another aircraft, object, person, or ground which results in death, personal injury, and/or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.”

2. Aircraft Accident, Required Action

The LA ORM requires that the first consideration of a flight crew after experiencing an accident is the preservation and protection of human life; and that all flight crew action shall be directed toward such. Further, the LA ORM sets forth that Aircraft Pilots refer to the provisions of NTSB Part 830.5, relative to aircraft accidents, incidents, overdue aircraft, and safety investigations.

3. Reporting an Aircraft Accident

In addition to any other form, report or other documentation or notification that may be required by the FAA to report an aircraft accident, the Air Fleet Command Pilot shall cause the incident to be investigated promptly and thoroughly, the details of which reported on the LA ORM form entitled AIRCRAFT INCIDENT / ACCIDENT STATEMENT. When completed the original of the form shall be received by the Air Fleet Command Pilot, who shall (1) retain such for no less than three years from the date of the loss event, and (2) provide a copy of all such documentation and material (preferably in an electronic format via email) each to (a) the Agency Administrator for review and disposition, and (b) Loss Claims for distribution to the LA ORM.

A copy of said AIRCRAFT INCIDENT / ACCIDENT STATEMENT is attached to this section or can be accessed at-
http://doa.louisiana.gov/orm/word/aircraft_accident_report_form.doc.

Walter Lockhart, Office of Risk Management
P. O. Box 91106, Baton Rouge, LA 70821-9106
Email report to: walter.lockhart@la.gov

AIRCRAFT INCIDENT / ACCIDENT STATEMENT

SECTION 1—AIRCRAFT OWNERSHIP/OPERATION:

OWNER OF AIRCRAFT:
ADDRESS:
PHONE:
FAX:
EMAIL:

OPERATOR OF AIRCRAFT (IF DIFFERENT FROM OWNER):
ADDRESS:
PHONE:
FAX:
EMAIL:

LIEN HOLDER (IF ANY):
ADDRESS:
PHONE:
FAX:

SECTION 2—DESCRIPTION OF INCIDENT/ACCIDENT:

DATE AND TIME OF ACCIDENT:	
LOCATION OF ACCIDENT:	
CURRENT LOCATION OF AIRCRAFT:	
UNDER WHAT FAA REGULATION WAS THE AIRCRAFT BEING OPERATED (PART 41/61/91/135/121/125/ETC):	
THE PURPOSE OF THE FLIGHT:	

WHAT HAPPENED?

DESCRIBE THE EVENTS AND CIRCUMSTANCES INVOLVED WITH THE ACCIDENT IN AS MUCH
DETAIL AS POSSIBLE. INCLUDED COPIES OF ALL STATEMENTS FIVE TO THE NTSB, FAA, POLICE,
ETC., IF AVAILABLE. USE EXTRA SHEETS OF PAPER IF NECESSARY AND INCLUDE AND PHOTOS
OR DIAGRAMS THAT YOU MAY RELATED TO THE ACCIDENT.

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SECTION 3—INJURIES TO PASSENGERS:
(LIST ALL PASSENGERS AND INJURIES—IF ANY)

NAME/ADDRESS/PHONE NUMBER	INJURIES:

SECTION 4—INDICATE ANY NON-PASSENGER INJURIES OR PROPERTY DAMAGES AS A RESULT OF THE ACCIDENT:

NAME/ADDRESS/PHONE NUMBER	NATURE AND EXTENT OF INJURY AND/OR DAMAGE

SECTION 5—PILOT INFORMATION:

	PILOT IN COMMAND	CO-PILOT
NAME		
ADDRESS		
PHONE		
DATE OF BIRTH		
EMPLOYER		
SEAT POSITION DURING ACCIDENT		
PILOT CERTIFICATE TYPE (STU/PVT/CML/ATP)		
RATINGS (SEL.MEL/IFR/ETC)		
TYPE RAITNGS HELD		
CLASS/DATE OF MEDICAL		
TOTAL PIC TIME		
TOTAL PIC MEL/TP/JET		
TOTAL PIC MAKE & MODEL		
TOTAL PIC MAKE 7 MODEL LAST 12 MONTHS		
TOTAL PIC MAKE & MODEL LAST 90/30 DAYS		
DATE LAST REQ CHECK RIDE (BIANNUAL/PART 135/ETC)		
WHO GAVE.WHERE WAS LAST CHECK RIDE		
DATE LAST CHECK RIDE IN MAKE & MODEL		
DATE/LOCATION OF MFG APPROVED GRD/FLT TRAINING (MAKE/MODEL A/C)		
LIST ANY PREVIOUS ACCIDENTS OR VIOLATIONS		

PLEASE ATTACH A PHOTOCOPY OF YOUR AIRMAN'S CERTIFICATE, LAST MEDICAL AND LAST PAGE OF YOUR PERSONAL LOGBOOK SHOWING A SUMMARY OF YOUR TOTAL FLIGHT EXPERIENCE INCLUDING YOUR LAST CHECK RIDE.

SECTION 6—AIRCRAFT INFORMATION:

AIRCRAFT YEAR MAKE & MODEL	
REGISTRATION NUMBER	
SERIAL NUMBER	
AIRFRAME TIME ON DATE OF ACCIDENT	
ENGINE TIME ON DATE OF ACCIDENT (L)	
ENGINE TIME ON DATE OF ACCIDENT (R)	
WHO REGULARLY MAINTAINS AICRAFT (INHOUSE/INDIVIDUAL/FBO/ETC)	
UNDER WHAT FAA REGULATION IS THE AIRCRAFT MAINTAINED (91/135/121/125 ETC)	
TYPE OF MAINTENANCE PROGRAM (MFG/AAIP/ANNUAL/ETC)	

WHEN WAS THE LAST REQUIRED INSPECTION COMPLETED (DATE &A/F TIME) (ANNUAL/100HRS/ETC)	
AIRFRAME	
LEFT ENGINE	
RIGHT ENGINE	
WHO PERFORMED:	

ENGINE (S) MAKE & MODEL	
ENGINE SERIAL NUMBER (L)	
ENGINE SERIAL NUMBER (R)	

ENGINE TIME			
(L) TSN		(R) TSN	
(L) TSOH		(R) TSOG	
(L) TBO)		(R) TBO	
(L) TSHSI		(R) TSHSI	

MAKE & MODEL PROPELLER (S)			
PROPELLER SERIAL NUMBER (L)			
PROPELLER SERIAL NUMBER (R)			
PROPELLER TIME	(L) TSOH	(R) TSOH	

HAS THIS AIRCRAFT EVER BEEN DAMAGED PRIOR TO THIS ACCIDENT? IF SO, WHEN AND WAS THE EXTEND OF THE DAMAGE	
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PLEASE ENCLOSE COPIES OF MAINTENANCE LOGBOOK ENTRIES FROM YOUR LAST TWO INSPECTIONS FOR AIRFRAME/ENGINES AND PROPS IF APPLICABLE.

SECTION 7—VANDALISM OR THEFT CLAIMS

WHERE WAS YOUR AIRCRAFT WHEN THE THEFT AND/OR VANDALISM OCCURRED?

WHO SECURED THE AICRAFT?

WHEN WAS THE LAST TIME YOU SAW YOUR AIRCRAFT OR MISSING EQUIPMENT?

WHEN WAS YOUR AIRCRAFT AND/OR EQUIPMENT TAKEN OR VANDALIZED?

PLEASE PROVIDE THE FOLLOWING FOR ALL THEFTS OR VANDALISM LOSSES:

- ⌚ A COPY OF THE POICE REPORT THAT WAS FILED (MANDATORY IN ORDER TO ESTABLISH A NCIC NUMBER)
- ⌚ A LIST OF THE EQUIPMENT TAKEN WITH SERIAL NUMBERS
- ⌚ ORIGINAL INVOICES OF EQUIPMENT OR AN AIRCRAFT EQUIPMENT LIST
- ⌚ INVOICES FOR REPLACEMENT EQUIPMENT

SECTION 8—CERTIFICATION OF STATEMENT:

DATE INCIDENT/ACCIDENT STATEMENT WAS COMPLETED:		
NAME& SIGNATURE OF PERSON COMPLETING FORM:		
NAME & SIGNATURE OF AIRCRAFT OWNER:		
NAME & SIGNATURE OF AIRCRAFT OPERATOR (IF DIFFERENT FROM OWNER:		